

## **DEPARTMENT OF HEALTH & HUMAN SERVICES**

### **Administration for Children and Families**

#### **Head Start Bureau**

<b>Funding Opportunity Title:</b>	Head Start Enrollment Expansion
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2005-ACF-ACYF-CM-0091
<b>CFDA Number:</b>	93.600
<b>Due Date for Letter of Intent:</b>	Letter of Intent is due June 17, 2005
<b>Due Date for Applications:</b>	Application is due July 15, 2005

#### **Executive Summary:**

The Administration for Children and Families (ACF) is making \$35 million available to increase the number of migrant children served by migrant and seasonal Head Start programs. We estimate that this will allow Head Start to reach at least 4,000 more children.

#### **I. Funding Opportunity Description**

The Head Start Program is funded under the authority of 42 U.S.C. 9833 § 638. The overall goal of Head Start is to ensure that the children of low-income families acquire the skills and knowledge necessary to allow them to enter school ready for success. In order to accomplish this goal, Head Start provides comprehensive services to these children and their families. Head Start programs enhance children's cognitive, social, emotional, and physical development. It supports parents in their efforts to fulfill their parental roles as their child's primary educator by helping to support them while they work towards employment and self-sufficiency and by providing for their involvement in administering their local Head Start program.

The migrant and seasonal Head Start programs currently serve more than 33,000 low-income children. However, there continues to be many migrant children who are not able to receive the Head Start experience that will help them break the cycle of poverty and have a better chance for success in school and later in life. In recognition of this need, the Administration for Children and Families (ACF) has allocated funds to increase, by at least 4,000 children and families, the enrollment levels of migrant and seasonal Head Start programs.

This Head Start Enrollment Expansion provides an opportunity for migrant and seasonal Head Start programs to reach children within their service areas that they have been unable to serve in the past. Such children can benefit greatly from Head Start.

## **Priority Area 1:**

### **Expand Enrollment for Unserved and Underserved Groups and Populations in Head Start Programs**

#### **1. Description:**

The priority for the Head Start Enrollment Expansion is to increase the participation of migrant children and families in Head Start programs.

All applicants must base their proposals on a careful assessment of their community's need which includes identifying new or underserved special populations who are not currently served by Head Start. Proposals should include a plan to provide high quality, comprehensive services that meet the Head Start Program Performance Standards, as well as the needs of families, including full-day, full-year services when parents are employed or in job training. Applicants must follow Section 654(a) of the Head Start Act, 42 U.S.C. 9849, which prohibits the selection of children for enrollment in the program based upon their race or ethnicity.

Applicants are strongly encouraged to seek other funding sources and to develop partnerships that can support high quality programs for the maximum number of children, while meeting the needs of families for extended hours of service.

A total of approximately \$35 million is available through this competition. Applicants may apply for a portion of these funds. However, to enable more communities and children to participate in this expansion effort, successful applicants may be funded for less than their full requests.

There is no specific Federal Head Start cost-per-child limit stipulated in this announcement. Because the cost of providing high quality services varies among programs due to differences in community conditions, program design, and the amount of non-Head Start resources that may be available from partners, it is expected that there will be variation in the Federal Head Start cost-per-child among successful applications. However, ACF reserves the right not to fund applicants with unacceptably high Federal Head Start per-child costs when other highly ranked applications are available. The Administration for Children and Families (ACF) also reserves the right not to fund applicants who are experiencing problems in achieving and maintaining their full funded enrollment.

ACF expects that all applicants funded under this competition will enroll new children in their programs as soon as possible.

## **II. Award Information**

### **Funding Instrument Type:**

Grant

<b>Anticipated Total Priority Area Funding:</b>	\$35,000,000
<b>Anticipated Number of Awards:</b>	25
<b>Ceiling on Amount of Individual Awards:</b>	\$5,000,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	None
<b>Average Projected Award Amount:</b>	\$1,400,000 per budget period
<b>Length of Project Periods:</b>	Other

**Explanation of Other:**

Indefinite project period

### **III. Eligibility Information**

#### **1. Eligible Applicants:**

Other (See Additional Information on Eligibility)

#### **Additional Information on Eligibility**

Only current migrant and seasonal Head Start grantees are eligible to apply under this announcement. Awards will be made in the form of supplements to existing Head Start grants. As required by the Head Start Program Performance Standards, a grantee's Head Start Policy Council must approve the application. Applications must be prepared in accordance with the guidance provided in this announcement.

#### **2. Cost Sharing/Matching:**

Grantees are required to meet a non-Federal share of the project costs, in accordance with Section 640(b) of the Head Start Act, 42 U.S.C. 9835. Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project with a total approved cost of \$100,000 requesting \$80,000 in ACF funds, must provide a non-Federal share of at least \$20,000 (20 percent of total approved project cost of \$100,000.) Grantees will be held accountable for commitments of non-federal resources even if over the amount of the required match. Failure to provide the amount will result in disallowance of Federal funds. Lack of supporting documentation at the time of application will not impact the responsiveness of the application for competitive review.

#### **Other Cost Sharing/Matching:**

The computation of the required match is based upon the total approved costs of the Head Start grant project budget, including the enrollment expansion supplement. Therefore, it is possible that grantees that currently contribute more than 20 percent of the total approved project costs of their project budget (before the addition of enrollment expansion funds) could provide less than a 20 percent non-Federal share for the expansion supplement alone and still

comply with the non-Federal share requirement. If this is the case, applicants should explain this in their application. (See Section V.1.)

In addition, ACF may grant a waiver of the non-Federal share if a grantee meets one or more of the conditions discussed in Section 640(b) of the Head Start Act.

### **3. Other**

All applicants must have a Dun & Bradstreet number. On June 27, 2003 the Office of Management and Budget published in the Federal Register a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a Dun & Bradstreet Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal ([www.Grants.gov](http://www.Grants.gov)). A DUNS number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a DUNS number. You may acquire a DUNS number at no cost by calling the dedicated toll-free DUNS number request line on 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earning accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically we strongly suggest you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at: [www.acf.hhs.gov/programs/ofs/forms.htm](http://www.acf.hhs.gov/programs/ofs/forms.htm).

### **Disqualification Factors**

Applications that exceed the ceiling amount will be considered non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

#### **IV. Application and Submission Information**

##### **1. Address to Request Application Package:**

Head Start Expansion  
ACYF Operations Center  
Dixon Group, Inc.  
118 Q Street, NE.  
Washington, DC 20002  
Phone: 800-351-2293  
Email: HSB@Dixongroup.com

##### **2. Content and Form of Application Submission:**

Standard instructions for the application's content may be found in Part V. Application Review Information. Applicants are advised to follow the format outlined in Part V.1. Criteria in order to address Head Start's specific requirements for this announcement. Applicants should give attention to the elements of the Evaluation Criteria in developing the application narratives. Additional Letter of Intent submission and application format requirements are provided below:

##### **Letter of Intent.**

If you plan to submit an application, you are requested to send a post card, e-mail, or call by June 17, 2005 with the following information: the name, address, telephone and fax numbers, and e-mail address of the principal contact and the name of the organization.

Submit this information to:

Head Start Expansion  
ACYF Operations Center  
Dixon Group, Inc.  
118 Q Street, NE.  
Washington, D.C. 20002  
Telephone: (800) 351-2293  
E-mail: HSB@Dixongroup.com

Letter of Intent information will be used to determine the number of reviewers necessary to complete the panel review process. Failure to submit a Letter of Intent will not impact eligibility to submit an application and will not disqualify an application from competitive review based on non-

responsiveness.

## **Table of Contents**

Please note that in order to make the review of proposals easier, applicants should include a Table of Contents and page numbers in their proposals.

## **Project Summary/Abstract**

All applicants **must** provide a one-page summary of the project proposal, which includes specific information on the project proposal.

## **Project Description**

Although there is no specific limit on the number of pages that applications may contain, applicants are encouraged to be as concise as possible.

You may submit your application to us in either electronic or paper format.

To submit an application electronically, please use the [www.Grants.gov/Apply](http://www.Grants.gov/Apply) site and search on Funding Opportunity Number: HHS-2005-ACF-ACYF-CM-0091. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via email or facsimile transmission.

Please note the following if you plan to submit your application electronically via Grants.gov

- Electronic submission is voluntary but strongly encouraged.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.
- We recommend you visit Grants.gov at least 30 days prior to filing your application to fully understand the process and requirements. We encourage applicants who submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still send in a hard copy overnight. If you encounter difficulties, please contact the Grants.gov Help Desk at 1-800-518-4276 to report the problem and obtain assistance with the system.
- To use Grants.gov, you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You may submit all documents electronically, including all information typically included on the SF 424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.

- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Administration for Children and Families will retrieve your application from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- You may access the electronic application for this program on [www.Grants.gov](http://www.Grants.gov)
- You must search for the downloadable application package by the CFDA number.

An original and two copies of the complete application are required. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at: [www.acf.hhs.gov/programs/ofs/forms.htm](http://www.acf.hhs.gov/programs/ofs/forms.htm).

### **Standard Forms and Certifications:**

The project description should include all the information requirements described in the specific evaluation criteria outlined in the program announcement under Section V Application Review Information. In addition to the project description, the applicant needs to complete all the standard forms required for making applications for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the Standard Form (SF) 424, Application for Federal Assistance; SF-424A, Budget Information--Non-Construction Programs; SF-424B, Assurances--Non-Construction Programs. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the Standard Form LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their applications (approved by the Office of Management and Budget under control number 0348-0046). Applicants must sign and return the certification with their application.

Applicants must also understand they will be held accountable for the smoking prohibition included within P.L. 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the Federal Register notice which implements the smoking prohibition is included with the forms. By signing and submitting the application, applicants are providing the certification and need not mail back the certification with the application.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the applications, applicants are providing the certification and need not mail back the certification form. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and

certifications may be found at: [www.acf.hhs.gov/programs/ofs/forms.htm](http://www.acf.hhs.gov/programs/ofs/forms.htm).

Those organizations required to provide proof of non-profit status, please refer to *Section III. 3*. Please see *Section V.I.*, for instructions on preparing the full project description.

### **3. Submission Dates and Times:**

Letter of Intent due date: June 17, 2005

Application due date: July 15, 2005

#### **Explanation of Due Dates:**

The closing time and date for receipt of applications is referenced above. Applications received after 4:30 p.m. eastern time on the closing date will be classified as late.

Deadline: Applications shall be considered as meeting an announced deadline if they are received on or before the deadline time and date referenced in *Section IV.6*. Applicants are responsible for ensuring applications are mailed or submitted electronically well in advance of the application due date.

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers shall be considered as meeting an announced deadline if they are received on or before the deadline date, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>

ACF cannot accommodate transmission of applications by facsimile. Therefore, applications transmitted to ACF by fax will not be accepted regardless of date or time of submission and time of receipt.

Late Applications: Applications that do not meet the criteria above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**Any application received after 4:30 p.m. eastern time on the deadline date will not be considered for competition.**

Applicants using express/overnight mail services should allow two working days prior to the deadline date for receipt of applications. Applicants are cautioned that express/overnight mail services do not always deliver as agreed.



Extension of deadlines: ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail service, or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

**Checklist:**

You may use the checklist below as a guide when preparing your application package.

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
Project Abstract	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By application due date.
Project Description	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By application due date.
Budget Narrative / Justification	See Sections IV.2 and V.	Found in Sections IV.2 and V.	By application due date.
SF 424	See Section IV.2.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Assurances	See Section IV.2.		By date of award.
Letter of Intent	See Section IV.2.	Found in Section IV.2.	Due by June 17, 2005.
Table of Contents	See Section IV.2.	Found in Section IV.2.	By application due date.
Proof of Non-Profit	See Section III.3.	Found in Section III.3.	By date of award.

Status			
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#### **Additional Forms:**

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms," "Survey for Private, Non-Profit Grant Applicants," titled, "Survey on Ensuring Equal Opportunity for Applicants," at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Location	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	Found in <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

#### **4. Intergovernmental Review:**

This program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of October 1, 2004, the following jurisdictions have elected to participate in the Executive Order process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, North Mariana Islands, Puerto Rico, and Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by federally-recognized Indian Tribes, need take no action in regard to E.O. 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in E.O. 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

## **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

## **6. Other Submission Requirements:**

**Submission by Mail:** An applicant must provide an original application with all attachments, signed by an authorized representative and two copies. The application must be received at the address below by 4:30 p.m. eastern time on or before the closing date. Applications should be mailed to:

ACYF Operations Center  
The Dixon Group  
118 Q Street, NE.  
Washington, DC 20002  
Attention: Head Start Expansion

**Hand Delivery:** An applicant must provide an original application with all attachments signed by an authorized representative and two copies. The application must be received at the address below by 4:30 p.m. eastern time on or before the closing date. Applications that are hand delivered will be accepted between the hours of 8:00 a.m. to 4:30 p.m. eastern time, Monday through Friday.

Applications should be delivered to:

ACYF Operations Center  
The Dixon Group  
118 Q Street, NE.  
Washington, DC 20002  
Attention: Head Start Expansion

**Electronic Submission:** [www.Grants.gov](http://www.Grants.gov) Please see section **IV. 2 Content and Form of Application Submission**, for guidelines and requirements when submitting applications

electronically.

## **V. Application Review Information**

### **THE PAPERWORK REDUCTION ACT OF 1995 (Pub.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

#### **1. Criteria**

The following are instructions and guidelines on how to prepare the “project summary/abstract” and “Full Project Description” sections of the application. Under the evaluation criteria section, note that each criterion is preceded by the generic evaluation requirement under the ACF Uniform Project Description (UPD).

### **PART 1 - THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

The project description provides a major means by which an application is evaluated and ranked to compete with other applications for available assistance. The project description should be concise and complete and should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing your project description, information responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **GENERAL INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

### **Part II. GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT**

## **DESCRIPTION**

### **PROJECT SUMMARY/ABSTRACT**

Provide a summary of the project description (a page or less) with reference to the funding request.

### **INTRODUCTION**

Applicants required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what your project description should include while the evaluation criteria identifies the measures that will be used to evaluate applications.

### **OBJECTIVES AND NEED FOR ASSISTANCE**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

### **APPROACH**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

List organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

## ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information. If the applicant is a non-profit organization, submit proof of non-profit status in its application.

The non-profit agency can accomplish this by providing: a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate, c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status, e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

## BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Also include a breakout by the funding sources identified in Block 15 of the SF-424. Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

## NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

### **Evaluation Criteria:**

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented.

and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

## OBJECTIVES AND NEED FOR ASSISTANCE

35 points

The extent to which the application includes a current description of the need for expanded Head Start services within the agency's service area, including data on eligible unserved or underserved children and families and analyses of changes in poverty and family mobility.

The extent to which the application provides: 1) a thorough analysis of the funding, services, resources, and capacities of other local child care and early childhood programs serving low-income children in the grantee's service area; 2) a convincing rationale for the proposed expansion strategy in light of what other community organizations are doing; 3) an explanation of how the proposed strategy will complement and not duplicate the services provided by these organizations; and 4) information on the concentration of low-income children in the community.

The extent to which the application includes a description of the children and families to be served, the type of program option that will be operated, and the geographical areas in which program services will be expanded. A convincing explanation for: 1) the rationale for the decisions made and how they are supported by the applicant's community assessment and consultations; 2) how the proposed expansion will help meet the needs of families for full-day, full-year services; and 3) how the proposal will help assure that all families within the service area, regardless of their cultural, linguistic, or ethnic backgrounds, have an equal opportunity to be considered for Head Start enrollment.

## APPROACH

30 points

The extent to which the application includes: 1) evidence of the applicant's ability and experience to administer a Head Start program; 2) a demonstrated commitment to fully implement the Head Start Program Performance Standards, including involvement of parents and families in program design and decision making; 3) the ability and experience to manage the proposed expansion strategy; 4) a discussion of any proposed changes and improvements in program management and governance; 5) a description of strategies for delivering high quality services to children and family members, as defined by the Head Start Performance Standards; and (6) a discussion of how it will meet the needs for full-working-day or full-calendar-year services .

The extent to which the application includes a detailed, well-organized, and credible plan of action to carry out the proposed expansion of Head Start services, including: 1) plans for recruitment, selection, and enrollment of those children determined to have the most serious need for Head Start services; 2) arrangements for adequate transportation; 3) a description of how the program will obtain or upgrade classroom space and other facilities to meet required licensing

standards; 4) a discussion of start-up plans; and 5) a timetable to implement the increased enrollment in a carefully planned but timely and efficient manner.

The extent to which the application provides: 1) sound and cost-effective staffing, organizational, and management strategies to ensure that the expansion provides high quality and responsive services; 2) a staffing pattern description that will enable services to be provided in accordance with the Head Start Program Performance Standards in all component areas, including the identification of all proposed staff or staff positions, their proposed salary rates, and the length of time they will be employed each year; 3) a description of how proposed compensation levels will attract and retain well-qualified and effective staff members; 4) a plan to recruit and train new staff or community-based providers; and 5) an explanation of how proposed staff will be supported by the grantee's organizational structure.

The extent to which the application has undertaken community-wide strategic planning and needs assessment, including convincing evidence of the involvement and support of other community organizations such as local educational agencies, child care, early childhood education, health, welfare, and other programs serving low-income families, families who do not customarily speak English in the home, and public agencies serving children with disabilities in assessing family and community needs and resources and in developing and coordinating proposed priorities, plans and strategies.

#### BUDGET AND BUDGET JUSTIFICATION

25 points

The extent to which the application includes: 1) a narrative budget justification that describes how the proposed costs are derived; (2) a discussion of the necessity, reasonableness and allocability, and cost-effectiveness of the proposed costs in view of the proposed services, strategies and anticipated outcomes; a description of two budgets, one for ongoing operating costs for a 12-month period, the other for one-time start-up costs such as the renovation of facilities, purchases of equipment and initial training of new staff members; (3) a discussion of strategies for obtaining the required non-federal share; and (4) a description of the extent to which the applicant has mobilized and includes significant additional resources to complement the requested Head Start expansion funds.

#### ORGANIZATIONAL PROFILES

10 points

The extent to which information on the applicant organization and cooperating partners is provided, including (1) the applicants' capacity to implement a successful expansion; (2) for applicants who are creating partnerships with other child care and other agencies, letters of commitment from the childcare and early childhood agencies and providers, including documentation of the additional resources that will be combined with the requested Head Start funds to create a high quality, full-day, full-year program; (3) a description of plans for managing, monitoring, and assisting the efforts of proposed new delegate agencies and other forms of collaborative arrangements to assure that the Head Start Program Performance Standards are met; (4) a description of the experience of the applicant and any proposed partnering agencies in collaborating to deliver high quality early childhood program services and in managing



multiple sources of funding; (5) a description of how the applicant will track, manage and account for multiple funding streams, allocate costs to different funding sources, and make adjustments in the event of fluctuations in the availability of other funding sources and 6) the history of the applicant in meeting or exceeding the requirements of the Head Start Performance Standards, including its being found in violation of requirements of the Head Start Program and its record in correcting such deficiencies or other violations.

## **2. Review and Selection Process:**

Applications will be reviewed in relation to the evaluation criteria. The review will be conducted in Washington, DC by persons knowledgeable about the Head Start program and early childhood care, education and development. The results of the competitive review will be taken into consideration by the Associate Commissioner, Head Start Bureau, who will recommend projects to be funded. The Commissioner of ACYF will make the final selection of the applications to be funded.

After applications are selected for funding, the Commissioner will determine if they will be funded for all, or only part of the number, of children proposed. In determining the amount of requested funds an applicant will receive, the Commissioner will consider: the application's competitive review ranking; the need for services and the number of unserved children in a proposed service area compared to other communities; and the proposed cost of the expansion in Federal Head Start funds. For example, an applicant that is able to expand Head Start services at a relatively lower cost in Federal Head Start funds because it shares costs with a child care agency may be awarded funds to serve a larger portion of the children it proposed serving than another applicant. Through the determination of funding levels, we hope to achieve a distribution of funds that is equitable and allows as many children and communities as possible to receive the benefits of a high quality Head Start program.

The Commissioner may elect not to fund applicants that have management, fiscal, or other problems and situations that make it unlikely that they would be able to provide effective expanded Head Start services. For example, this could apply to a grantee in which previously identified deficiencies have not yet been corrected. It might also apply to grantees with large balances of unobligated funds due to poor management, or grantees that have failed to serve the agreed upon number of children. Also, the Commissioner may decide not to fund projects that would require unreasonably large initial start-up costs for facilities or equipment or that would require unreasonably high funding levels relative to the number of additional children and families proposed to be served.

Since ACF will be using non-Federal reviewers in the process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget and Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

## **VI. Award Administration Information**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

## **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this Family Support Initiative 2005 program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this Program. Regulations pertaining to the Equal Treatment For Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at either 45 C.F.R. 87.1 or the HHS web site at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

## **3. Reporting Requirements:**

Program Progress Reports: Semi-annual  
Financial Reports: Semi-annual

Grantees will be required to submit program progress and financial reports (SF 269) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. In addition, final programmatic and financial reports are due 90 days after the close of the project period.

Organizations will be expected to follow the reporting requirements for their existing Head Start grants.

## **VII. Agency Contacts**

### **Program Office Contact:**

Sandra Carton  
Administration for Children, Youth and Families  
Head Start Bureau  
330 C Street, SW.  
Washington, DC 20447

E-mail: [scarton@acf.hhs.gov](mailto:scarton@acf.hhs.gov)  
Phone: 202-205-8397  
Fax: 202-260-9336

**Grants Management Office Contact:**

Delores Dickenson, Grants Management Officer  
U.S. Department of Health and Human Services  
Administration for Children and Families  
ACYF-Head Start Bureau  
Switzer Building  
330 C Street, SW  
Washington, DC 20447  
E-mail: [dedickenson@acf.hhs.gov](mailto:dedickenson@acf.hhs.gov)  
Phone: 202-260-7622  
Fax: 202-401-5916

**VIII. Other Information**

Information on Head Start may be found at <http://www.acf.hhs.gov/programs/hsb/>.

Please reference *Section IV.3* for details about acknowledgement of received applications.

**NOTICE:** *Beginning with FY 2006, the Administration for Children and Families (ACF) will no longer publish grant announcements in the Federal Register. Beginning October 1, 2005, applicants will be able to find a synopsis of all ACF grant opportunities and apply electronically for opportunities via: [www.Grants.gov](http://www.Grants.gov). Applicants will also be able to find the complete text of all ACF grant announcements on the ACF web site located at: <http://www.acf.hhs.gov/grants/index.html>.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Joan E. Ohl  
Commissioner  
Administration on Children, Youth and Families